**Instructions for Setting up your Thesis Defense**

The [Thesis Defense Schedule Request Form](#Text1)  needs to be completed and submitted with accompanying documentation (External Examiner CV & email address) **no later than eight (8) weeks prior to the proposed exam date.**

This allows the Graduate Program Administrator (GPA) and Graduate Program Director (GPD) to generate and approve additional documents in a timely fashion to meet the deadline imposed by the Faculty of Graduate Studies (FGS). **Not adhering to this deadline could result in your request being denied and a new date will need to be selected.**

The student must send a **final copy of their thesis** to the examining committee **no later than 3-weeks prior to the exam**.

**Oral Defense Location**

Please note that as of September 1, 2021, exams may be held in-person, remotely, or as a hybrid between the two. If anyone is attending remotely, your GPA will set up the Zoom meeting link for the exam on your behalf.

The Graduate Science Education Boardroom (HSC G344) is booked, by your GPA, for all In-person and hybrid exams, unless there are conflicting exam times.  If the GSE Boardroom is not available, you will need to request a room through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)).  **If two or more people plan to attend in person, they will be at the same location and the Neutral Chair will also be in the room with them.** (You can check with your GPA for GSE Boardroom availability.)

**Student Seminar – *All programs except Community Health Sciences***

PhD students in all programs are required to give a public seminar prior to their exam. Seminars may be done in-person or remotely (please indicate format on the form below). In-person seminar rooms will need to be booked by the Supervisor through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)). A link for remote seminars, if necessary, must also be set up by the Supervisor.

**Examiner Attendance**

Examiners may choose to attend the exam in-person or remotely. If, for any reason, someone planning to attend in-person must attend remotely, it is important that they can be contacted by phone. Remote examiners must provide a phone number in case there is an issue with their connection. For these reasons, all exam attendees, including the student, are required to provide a back-up telephone number prior to the exam date. There is space on the form below to provide this information.

***Should any exam attendee attending in person, including the student, be unable to participate in person for any reason, please notify the GPA as soon as possible.***



GSE Thesis Defense Schedule Request Form

**Note that Supervisors are responsible for all exam arrangements**

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| **Student Information** | | | |
| Student Name: Enter Name  Phone number: Phone Number | | UCID: UCID | |
| Department: | | | |
| Degree: PhD | Specialization: Enter if applicable | | |
| Final Thesis Title: Final thesis title as you want it to appear on your Parchment | | | |
| **Exam Information** | | | |
| Examination Rules:  The examination will be conducted under the current Thesis and Thesis examination regulations and administrative processes | | | |
| Date of Examination  Date of Exam | Time of Examination  Start Time of Exam | Exam Location:  Choose an item. | |
| **Examination Committee** | | | **How attending?** |
| Supervisor: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| Co-Supervisor: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| Committee Member 1: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| Committee Member 2: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| Committee Member 3: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| Committee Member 4: Enter name and backup phone #  Phone number: Phone number | Email: | | | Choose an item. |
| **Internal Examiner:** Enter name and backup phone #  Phone number: Phone number | Email:  **Supervisor’s Acknowledgement**  The **Internal Examiner** Meets the following criteria:  Has a well-established research reputation  Has expertise in the area of the student’s research  Has experience in evaluating theses at a graduate level  Has experience in supervising to completion at the graduate level  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to/or have not worked with the student.  **If any of the above criteria have not been met, please attach a memo explaining why you still wishes to make the recommendation.** | | | Choose an item. |
| **External Examiner:** Enter name  Phone number: Phone number  Email: Email address  **CV required 8 weeks prior to the proposed exam date (send with this form)** | | | Choose an item. |

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| **Confirmation that thesis is ready for examination**:  The thesis examination cannot be scheduled until all members of the Supervisory Committee have reviewed the student’s research, including a relevant written sample of the material related to the thesis, or the draft thesis document, as required by the graduate program, and have provided written consent that the examination can be scheduled.  Yes – Attach documentation of approval (can be emails or committee minutes)  No (Approval must be obtained before exam can proceed) |
| Student Confirmation |
| **Indigenous Cultural Protocol Plan** |
| Ii’taa’poh’to’p, the University of Calgary’s Indigenous Strategy, seeks to ensure that policies, practices, and procedures are supportive and respectful of Indigenous ways of knowing, doing, connecting, and being. Indigenous graduate students and those who are working with Indigenous Elders or Knowledge Keepers are encouraged to incorporate Indigenous ceremonies and/or traditions into their exams.  Will the student incorporate Indigenous ceremonies and/or traditions into the exam? **Yes  No** |
| Required courses complete |
| Applied for convocation (Convocation is not an automatic registration) |
| Research Integrity Day attended. Provide date: Click or tap here to enter text. |
| Sex & Gender Module Complete (Certificate on File with GPA)  NA Started prior to Summer (July) 2020 |
| Ethics approval for project has been received  Not Applicable |  Yes (copy with GPA) |
| Current Annual Progress Report has been completed |
| Permission to write received and submitted to Grad Program |
| Date of Last Journal Club Presentation:  Date of Last Work/Research in Progress Presentation:  Date of Last Committee Meeting: |
| Student is aware that they must have a seminar or 15-minute presentation prior to the start of the exam. MDCH students aren’t required to hold a seminar. |
| ***The student must provide the telephone number of at least one person (e.g., friend, roommate, relative) who can be contacted in case the connection with the student is lost with no possibility of re-connection or for emergencies. This information will be communicated to the Neutral Chair and will be used only for the above stated purposes.***  Name of contact: Contact Name  Phone number: Phone number |
| **Seminar Presentation as required by your program** |
| Date: Date of Seminar  Time: Time of Seminar. Note: Seminar is to be ~1 hour in duration  Location: Choose an item. |